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(FBIS 596)

FOREIGN BROADCAST INTELLIGENCE SERVICE
Federal Communications Commission

January 20, 1944

ADMINISTRATIVE MEMORANDUM 25

TO DIVISION AND SECTION CHIEFS:


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Mr. Sterling, Chief of the Radio Intelligence Division of the Engineering Department, in transferring Mr. Cooper to Washington FBIS headquarters, has requested of the Commission, and they have approved, his appointment as Technical Supervisor of the Broadcast Recording Unit.

This action was taken to facilitate expeditious handling of technical problems and operations relating to monitoring projects for the FBIS, as performed by the BRU, and to render a high degree of liaison between the office of the Director of FBIS and the Engineering Department of the Commission.

In his capacity as Technical Supervisor of the Broadcast Recording Units, Mr. Cooper will assist the Director of the FBIS in the preparation of his budget relating to the technical requirements of FBIS.

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Mr. Cooper as Supervisor is still attached to the staff of the Chief of the Radio Intelligence Division and will confer with him on all matters of broad policy relating to engineering projects and will have the full assistance of the staff of the RID for this purpose.

Mr. Cooper will operate in our organization as a Division Chief reporting directly to the Assistant Director and Director, as well as to Mr. Sterling.


Robert D. Leigh
Director

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